

BYLAWS OF THE STATE ALL HAZARDS ADVISORY COMMITTEE

Revised: May 9, 2008

ARTICLE I – Name

The name of this committee shall be the State All Hazards Advisory Committee (SAHAC).

ARTICLE II – Object

The object of the State All Hazards Advisory Committee is to provide advice to the Colorado Departments of Local Affairs, Public Safety and Public Health and Environment on all matters related to all hazards emergency management. Coordinate and facilitate information: Region-to-Region and Region-to-State. Assist in resolving conflicts between regions, or between the regions and the state. Review and comment on all regional and state emergency operations plans submitted by the all hazards emergency management regions and/or the State of Colorado. And make recommendations to the State Agency Coordination Team, representing a broad range of stakeholder state agencies, on all hazards emergency system needs.

ARTICLE III – Members

Section 1. Each All Hazards Emergency Management Region (EMR), the Southern Ute Indian Tribe, the Ute Mountain Ute Indian Tribe, and the Urban Area Security Initiative (UASI) area shall select a representative to the SAHAC.

Section 2. Each All Hazards Emergency Management Region, Tribe and UASI area shall select an alternate to provide representation, in the case of the absence of the SAHAC representative.

Section 3. Each listed discipline organization (Appendix A) shall select a representative to the SAHAC and alternate, in the case of the absence of the SAHAC representative.

Section 4. Non-voting members include: the Governor's Policy Office; the Department of Local Affairs; the Department of Public Health and Environment; the Department of Public Safety, and other state agency members.

Section 5. The EMR must notify the Director of the Division of Emergency Management (DEM) in writing of the name, title, mailing address, telephone number, FAX number and electronic mail address (if available) of any change in SAHAC representation within 30 days.

ARTICLE IV – Officers

Section 1. The Officers of the SAHAC shall consist of a Chairperson and a Vice-Chairperson and each shall be a voting member.

Section 2. The Chairperson shall preside at all meetings of the SAHAC. The Chairperson shall be a member of the SAHAC and shall hold office until a successor is elected. The Chairperson shall be the appointed representative to the State Agency Coordination Team.

Section 3. The Vice-Chairperson shall, in the case of the absence or disability of the Chairperson, perform the duties of the Chairperson. The Vice-Chairperson shall be a member of the SAHAC. The term of office as the Vice-Chairperson shall be until a successor is elected. In the absence of both the Chairperson and the Vice-Chairperson a SAHAC member selected by those present, shall preside.

Section 4. The officers shall perform the duties described in the parliamentary authority (e.g. Roberts Rules of Order) and these bylaws.

Section 5. The officers shall be elected by vote at a regularly scheduled SAHAC meeting to serve a term of 2 years or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place.

Section 6. Elections shall be held at the SAHAC meeting in January of every even numbered year.

Section 7. In the event the Chairperson should resign from the SAHAC or a vacancy is created, the Vice-Chairperson shall assume the position until the end of the term.

Section 8. In the event the Vice-Chairperson also resigns or a vacancy is created, a special election will take place at the next scheduled SAHAC meeting.

Section 9. No person shall hold office if he/she is not a member, and no member shall hold more than one office at one time.

ARTICLE V – Meetings

Section 1. A regular meeting of the SAHAC shall be held at least quarterly.

Section 2. A notice will be sent to each SAHAC member by the DEM for regular meetings at least two weeks in advance, to include an agenda and the minutes of the previous meeting.

Section 3. All meetings of the SAHAC shall be open to the public.

Section 4. Fifteen (15) voting members of the SAHAC shall constitute a quorum. A simple majority vote of the members present shall be required to carry any motion.

ARTICLE VI – Records

The records of the SAHAC shall be public records and shall be open for public inspection. Minutes shall be made in all SAHAC meetings and shall be approved by the SAHAC. After approval by the SAHAC, minutes shall be made a part of the SAHAC record. The DEM shall be responsible for recording of the minutes and keep the records of the SAHAC.

ARTICLE VII – Amendment

These bylaws may be amended at any regular or special meeting of the SAHAC by a two-thirds vote of the voting membership in attendance, provided that previous notice of the amendment was given to all members at least two weeks in advance.

APPENDIX “A”
LIST OF DISCIPLINE ORGANIZATIONS

Colorado Association of Chiefs of Police
Colorado Chapter of the American Public Works Association (CoAPWA)
Colorado Coroners Association
Colorado Counties, Inc. (CCI)
Colorado Directors of Environmental Health
Colorado Emergency Managers Association (CEMA)
Colorado Health and Hospitals Association (CHHA)
Colorado Municipal League (CML)
Colorado Public Health Association
Colorado Search and Rescue Board (CSRB)
County Sheriffs of Colorado, Inc.
Colorado State Fire Chiefs Association
Colorado State Firefighters Association (CoSFA)
Emergency Medical Services Association of Colorado, Inc. (EMSAC)
Public Health Directors of Colorado (PHDC)
Regional Emergency Trauma Advisory Council Representative
Special District Association of Colorado (SDACO)
Metropolitan Medical Response System (MMRS)

Bylaws Amendment 1: Board of Directors

May 9, 2008

Board of Directors:

The SAHAC shall have a Board of Directors of seven members composed of representatives of the SAHAC membership. The Board of Directors shall perform all of the administrative duties of the SAHAC to include conduct of regular and special meetings of the SAHAC. Acting as the administrative body of the SAHAC, the Board of Directors shall also perform these duties between meetings of the SAHAC, reporting any and all action to the membership at the next regularly scheduled meeting.

The Board of Directors shall be composed of seven officers in the following positions: Chair, Vice Chair, Secretary, and four at-large positions. The Board of Directors shall be elected by the voting members of the SAHAC at a regular meeting of the SAHAC. Each member of the Board of Directors shall represent a different representative group, ensuring multi-disciplinary participation in the Board. The positions of Chair, Vice-Chair, and Secretary shall be filled by a vote of the membership at a regular SAHAC meeting.

The Board of Directors shall perform all coordination, organization, and administrative duties of the SAHAC to include:

- a) Assembling agendas and distributing them to the membership in a timely manner.
- b) Reviewing minutes and making corrections before presenting to the SAHAC for formal approval
- c) Compiling information pertinent to the SAHAC and presenting this information to the membership
- d) Preparing information to be presented to the SAC
- e) Maintaining the by-laws and suggest changes and updates to the SAHAC
- f) Updating and maintaining the membership list and voting membership list

The SAHAC Board shall be an administrative board, not an authority board. They will act as a filter, bringing forward issues that the full SAHAC membership needs to address or that a specific committee can research and later present to the group. Additionally, the Board will create the agenda for the meetings, clearly identifying tasks for the voting membership.

The SAHAC Board will not have authority over the SAHAC membership, and will not override decisions made by the voting members. They will only make decisions as directed by the SAHAC membership as a whole.

Bylaws Amendment 2: Committees
May 9, 2008

The SAHAC will establish and maintain committees as appropriate to resolve issues and coordinate activities within the SAHAC. Committee leads will be established and membership will be voluntary. Non-voting members are welcome on committees.

Bylaws Amendment 3: Secretary
May 9, 2008

Article IV of these bylaws shall be amended as follows: The SAHAC will establish a Secretary to be one of the Officers of the SAHAC. The Secretary will also be a member of the Board of Directors.

Bylaws Amendment 4: Establishing a Quorum
May 9, 2008

Article V, Section 4 of these bylaws shall be amended as follows: Ten (10) voting members, or 1/3 of the total, of the SAHAC shall constitute a quorum. A simple majority vote of the members present shall be required to carry any motion.